

MANAGEMENT MEMO

NUMBER:

SUBJECT:

DATE ISSUED:

VEHICLE REPLACEMENT POLICY

EXPIRES:

REFERENCES:

ISSUING AGENCY:

GENERAL SERVICES

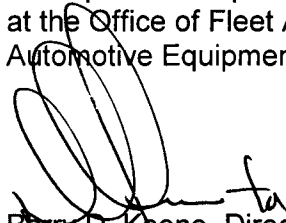
To assist agencies with determining replacement schedules and budgeting needs for state owned vehicles, the following schedule for alternative fuel and gasoline fueled vehicles shall be used:

- Law enforcement and emergency vehicles: 100,000 miles.
- Fleet sedans and light duty trucks or vehicles having a gross vehicle weight rating (GVWR) of 8500 pounds or less: 120,000 miles.
- Heavy duty trucks or vehicles (Class 3 and under) having a gross vehicle weight rating (GVWR) of 8501 pounds or more: 150,000 miles.
- 4-wheel drive vehicles: 150,000 miles.

A state-owned vehicle may be disposed of or replaced when it is determined that it would be cost-effective to do so, regardless of age or mileage. All vehicles being disposed of require a Property Survey Report (STD. 152). An evaluation will be made by an Inspector of Automotive Equipment at the time of periodic inspection or when repairs are necessary to determine whether a vehicle should be disposed of or can be safely and economically continued in service. The decision whether to retain, reutilize, or dispose of any vehicle shall be based on a Report of Inspection (OFA 6) and recommendation by an Inspector. Vehicles meeting or exceeding the replacement schedule do not require a Report of Inspection. For all other vehicles requiring an evaluation by an Inspector, the Report of Inspection shall take into account the following factors:

- Current mechanical condition;
- Previous maintenance and repair record;
- Extent of needed repairs and availability of parts and life expectancy of vehicle after repair;
- Current sale value; and
- Cost and availability of replacement unit and accessories.

All Reports of Inspection and Property Survey Reports will be reviewed for approval by headquarters staff at the Office of Fleet Administration. For additional information, please contact Steve Nielsen, Inspector of Automotive Equipment, Office of Fleet Administration, at (916) 327-2082.



Barry D. Keene, Director
Department of General Services

BDK:RS:mg